



City government values the opportunity to serve the White Salmon community through: Exceptional Customer Service, **Commitment to Public Service**, Professionalism, and Teamwork.

CITY OF WHITE SALMON

POSITION DESCRIPTION

Position:	Code Compliance Officer Part-Time / 20 hours per week
Department:	City Hall Administration
Reports To:	City Administrator
Approved Date:	January 14, 2024
FLSA Status:	Exempt
Salary Range:	Step 26, Range 1-10 Depending on Experience (\$23,764.00 – \$31,002.40)

This is a part-time salaried position and is not expected to work in excess of 20 hours per week.

Occupant can arrange their weekly calendar to accommodate their schedule as long as the schedule chosen becomes standard to date and time. Punctual, regular, and reliable attendance is essential for successful job performance.

DISCRIPTION OF POSITION:

The Code Compliance Officer reviews, interprets, applies, and enforces City code relating to public nuisances and hazards.

The position will promptly return all calls, emails, complaints, and other forms of outreach from concerned residents and business owners. Residents or complainants will always receive courteous, informational follow up, as will the recipient of the complaint.

The Code Compliance Officer will also communicate and coordinate with other city departments as needed, including City Attorney, Police, and Public Works. Communication and coordination with other departments are expected to be carried out in a timely and effective manner to minimize delays and the potential for hazard or nuisance escalating.

ESSENTIAL FUNCTIONS:

- Responsible for the administration of the City Code Compliance Program (separate from Building Code Enforcement).
- Receive identified and suspected violation issues and complaints from the public and/or other City departments; independently respond to and investigate complaints and coordinate with other City officials where necessary. Issue compliance citations in appropriate situations under ordinance authority.

- Enforce State RCW's and/or City ordinances pertaining to line-of-sight, abandoned and hulk (junk) vehicles on City streets, and public rights-of-way.
- Receive and investigate complaints of solid waste and utility violations; investigate theft of service accusations. Receive and coordinate hazardous material complaints with local agencies.
- Determine and provide proper affidavits for administrative search warrants as needed; coordinate search warrants with Police and Fire and/or any other City department directly involved with the specific violation.
- Maintain computer database listing and status of violation / complaint issues, including a chronological list of field and investigative actions taken relative to violation proceedings; prepare formal status reports.
- Coordinate with the finance department to create reimbursement line items for invoiced code enforcement fees.
- Write letters to code violators and property owners; responds to complainants regarding disposition of their complaint.
- Assist customers in person and on the telephone by answering questions, receiving information, and providing information as appropriate.

EDUCATION AND EXPERIENCE:

Minimum experience, education, or training which provides the level of knowledge, skill, and ability equivalent to:

- High school graduation or GED.
- or
- 2 years college-level coursework or continuing education.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid Driver's License.
- Washington State Code Enforcement Certification upon hire is desirable; must have the ability to obtain within one year of employment.
- Ability to receive limited commission, as determined by the Police Chief, to write citations for enforcement of Code related violations.

WORK ENVIRONMENT AND EQUIPMENT USED:

Work is performed outdoors about 50% of the time and indoors in an office setting approximately 50% of the time.

Work outdoors may be performed in inclement weather at dirty, wet, noisy, or cramped work sites and may be in hazardous areas including climbing on, under and around building structures, equipment and potentially dangerous tools, steep terrain, and confined spaces.

Equipment used includes motor vehicle, digital camera equipment, laptop, tablet, copier, telephone, fax, computer, copy machine, and other commonly used office equipment.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed.

Employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

I have read and understand this Job description.

Signature

Date

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. Our goal is to hire the candidate who is best able to meet the performance objectives of the role. We will consider any equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. The city will target a variety of distribution channels to advertise this position in an effort to reach a diverse group of applicants.